

JOB OPPORTUNITY ANNOUNCEMENT

AMERICAN CONSULATE GENERAL, FRANKFURT/MAIN

SUBJECT:
VACANCY ANNOUNCEMENT NO. 104-05

DATE:
November 18, 2005

POSITION TITLE : Executive Secretary

LOCATION : American Consulate General Frankfurt, EXEC

OPEN TO : Appointment Eligible Family Members (AEFM's)
Eligible Family Member US Citizens (EFM's)
Members of Household US Citizens (MOH)

SALARY (Not Ordinarily Resident: AEFM/EFM/MOH)
Position Grade: FP-08 – US \$27,604 p.a. (*)
– Position grade to be determined by Washington
(*) Full Performance Level: The successful candidate may be hired at a training level, i.e. pay grade below the full performance level, if management decides that the incumbent should be trained to apply his/her knowledge, skills and abilities towards the specific procedures, programs and policies.

SCHEDULE : Full-Time

OPENING DATE : November 18, 2005

CLOSING DATE : December 2, 2005

SECURITY REQUIREMENT : Selected candidate will be required to undergo a security clearance prior to employment

NOTE:

Non-German/Non-EU and American citizens, who are not Appointment Eligible Family Members, Eligible Family Members or U.S. citizen Members of Household (MOHs), as defined below, must possess a valid German residence and work permit in compliance with host government laws and regulations prior to application. **Copies of the permits must be sent with the application. The Consulate cannot sponsor applicants for either permit.** Currently employed AEFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.

All applicants are instructed to address all required qualifications detailed below with specific examples and comprehensive supporting information. Only applications which address the required qualifications are to be considered eligible. Applicants **must** submit a complete application for each position s/he is applying for.

Application Procedure: Interested candidates must submit either an "Application for Employment" DS 1950, or a current resume or curriculum vitae that provides the same information as on DS 1950. Both, "Application for Employment" or the resume must include a letter of introduction and documentation (e.g. essays, certificates, awards, copies of degrees earned) that address the requirements of the position listed above. **Application language is English.** Certificates, awards or degrees in English/German do not need to be translated.

BASIC FUNCTION OF POSITION:

Serves as sole office management specialist to the Deputy Principal Officer (DPO) in the American Consulate Frankfurt, also supports the Consul General as backup secretary. Maintains schedules for Deputy Principal Officer and assists with schedule for Consul General. Responsible for travel arrangements for Deputy Principal Officer and travel voucher preparation. Assists in planning and organization of conferences, interagency meetings and other functions. Handles protocol, travel and logistical issues for the DPO and helps facilitate VIP visits and representational events. Prepares and tracks representational vouchers and verifies payments. Reviews, appropriately distributes and tracks incoming and outgoing correspondence, invitations, faxes, cables and phone calls.

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QUALIFICATIONS REQUIRED:

- **EDUCATION:** Successful completion of secondary school.
- **EXPERIENCE:** 3 years office management or similar experience required.
- **LANGUAGE:** Fluency in English (Level 4).
- **KNOWLEDGE, SKILLS, ABILITIES:** Knowledge of office management, maintaining schedules, office supplies and operation of standard office equipment.
Computer literacy required including keyboard skills and 40 wpm typing, familiarity with MS Basic Office Suite (Work, Excel, and Outlook). Familiarity with MS PowerPoint and MS Access preferred. Internet experience required.

Selection Criteria: When equally qualified, Appointment Eligible Family Members (AEFM's) and U.S. Veterans will be given first preference. Therefore, it is essential that candidates address the required qualifications in their application. Proof of U.S. veteran's preference (copy of Form DD-214) must be submitted with the application. The Consulate will consider issues such as conflict of interest, nepotism, residency status and whether applicant has work permit, in determining successful candidacy. Employees serving a probationary period are not eligible to apply.

Submit Applications To:
American Consulate General
Human Resources Office
Siesmayerstrasse 21
60323 Frankfurt am Main
<http://frankfurt.usconsulate.gov>

Point of Contact:
Jodi Brandenburg
Telephone: 069/7535-3476
BrandenburgJL@state.gov

Definitions:

1. **Appointment Eligible Family Members (AEFMs):** is an Eligible Family Member (EFM) who is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets ***all*** of the following criteria:
 - U.S. citizen;
 - Spouse or dependent who is at least age 18;
 - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a U.S. government agency that is under Chief of Mission authority;
 - Is resident at the sponsoring employee's or uniform service members' post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad;
 - And does **NOT** receive an U.S. government annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. **Eligible Family Members (EFMs):** Family Members at least age 18 and listed **on the travel orders** of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a U.S. government agency that is under Chief of Mission authority but who do not meet the definition of AEFM above.
3. **Member of Household (MOH):** A MOH is a person who 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Will resides at post with the sponsoring employee. This category may include: unmarried partners of the same and/or opposite sex, parents, and other relatives or adult children (21 and over) who fall outside the Department's current legal and statutory definition of EFM (6 FAM 111.3).
4. **Ordinarily Resident (OR):** A citizen of the host country (Germany) or a citizen of another country (U.S. citizen, EU national, etc.) who has shifted their main residency focus to the host country and has the required work and/or residency permit for employment in country. *OR applicants must be residing in country to be eligible for consideration.*
5. **Not-Ordinarily Resident (NOR):** A non-host country citizen (U.S. citizen or foreign national) who, although temporarily legally resident in the host country, is not permanently resident. AEFMs, EFMs and MOHs of FS, GS, and Military Personnel officially assigned to post are generally the only individuals who are NOR and are eligible to work under host country law. *AEFMs/EFMs need not be in country in order to be considered for employment.*

Drafted: MGT/HR: JBrandenburg

Cleared: MGT/HR: CAschowitz

Cleared: MGT: GPasi

An Equal Opportunity Employer

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